

UNITED STATES DEPARTMENT OF AGRICULTURE

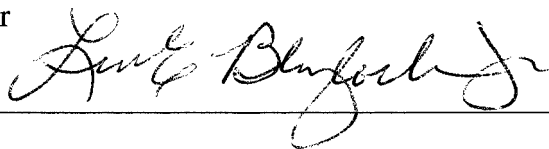
Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE AS-73

For: All FSA County Offices

Maintaining Civil Rights Files in the County Office

Approved by: State Executive Director



1 Overview

A Purpose

The purpose of this notice is to remind CO of the requirement to maintain Civil Rights files in the county office.

B Contact

If you need additional information or need help, please contact Miriam Morehead at (501) 301-3015 or email miriam.morehead@ar.usda.gov.

2 Action

A County Office Action

As required by 25-AS, Exhibit 31, county offices shall maintain civil rights files which contain general material pertaining to civil rights program delivery and the Civil Rights Act of 1964, Title VI, as amended. Files shall be maintained for the following subject file codes:

- CR Civil Rights
- CR 1 Reports and Statistics
- CR 2 Training
- CR 3 Compliance Reviews
- CR 4 Management Evaluations
- CR 5 Discrimination Complaints
- CR 6 Civil Rights Implementation Plan

Refer to 25-AS, Exhibit 1, for the color code, disposition, type of material to be filed, and file retention.

Disposal Date	Distribution
June 18, 2004	All Offices
09-18-03	